

Job Opportunity

OPEN DATE: **August 12, 2008**

CLOSE DATE: **Until Filled**

POSITION: **Finance Director**

Barnwell County is now accepting applications for the full-time position of Finance Director. Duties include, but are not limited to: supervising the operation of the Finance Department; direct and supervise duties of finance clerk; ensure the maintenance of accurate and up-to-date accounts payable records for county departments and agencies; administer and assist in the preparation of the County budget; maintains various accounting documents and prepares periodic financial statements; performs various bookkeeping tasks, including but not limited to preparing invoices for data entry, matching purchase orders with invoices, filing, preparing checks, etc. Performs other duties as required.

Competitive Salary. Fringe benefits include medical and dental insurance, SC Retirement, and 401(k).

QUALIFICATIONS:

Minimum requirements for this position are as follows:

- Knowledge of and experience in various Computer Applications such as word, excel and spreadsheets. Familiarity with a general ledger financial software package.
- Bachelors Degree in Business Administration, Finance or Accounting, or any combination of education, training and experience that provides the required knowledge, skills and abilities and two years experience supervising employees.
- Knowledge of fund or governmental accounting.

Applications may be obtained at the Human Resources Department, Room 223, County Administration Building, 57 Wall Street, Barnwell, SC 29812.

EEO/ADA